



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Superintendents of Schools

**FROM:** Ajit Gopalakrishnan, Bureau Chief  
Performance Office

**DATE:** May 29, 2014

**SUBJECT:** Data Collection Updates

This memorandum provides key updates to data collection systems managed by the Performance Office of the Connecticut State Department of Education (CSDE). Please see the Data Collections Guide at <http://www.csde.state.ct.us/public/collectionsguide15.pdf> for in-depth information about each collection and their respective timely/accurate due dates. The CSDE is most appreciative of the feedback from school/district practitioners through the Data and Reports Committee<sup>1</sup>; their input has been valuable in ensuring that CSDE data collection practices remain responsive to local needs while continuing to meet federal/state reporting requirements.

**1. Collection Updates and System Enhancements**

- a. Educator Evaluation Data: Instead of collecting evaluation data uniformly statewide at the educator level for 2013-14, the CSDE's approach will be as described here.

The following will be collected from all districts (**for additional details, please see appendix on pages 5 and 6 of this memorandum**):

1. Aggregate counts of educators by their final summative rating (i.e., Exemplary, Proficient, Developing, and Below Standard)
  - i. Teachers: Aggregate counts at the school- and district-level
  - ii. Principals: Aggregate counts at the district-level only
  - iii. All other administrators: Aggregate counts at the district-level only
2. Aggregate counts of teachers by final summative rating in selected content and grade specific areas at the district-level only.
3. The aggregate count of educators who were partially/not fully evaluated using the new educator evaluation system will also be collected.

Please note that aggregate data by final summative ratings (items 1 and 2 above) are being **collected only for educators who were evaluated using the new educator evaluation system**.

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<sup>1</sup> This committee is comprised of members from three associations (CT Association of Public School Superintendents, CT Association of School Business Officials, and the CT Association of Schools).

In addition, Alliance Districts will be required to submit aggregate counts of the combinations of Professional Practice and Student Outcomes ratings that were received; separate aggregate counts will be required for teachers and administrators. Commissioner's Network schools will be required to submit individual disaggregated educator ratings. Districts with evaluation waivers should contact Teresa Boyd-Cowles in the CSDE Talent Office at [Teresa.boyd@ct.gov](mailto:Teresa.boyd@ct.gov) for further guidance.

The CSDE will implement a two-part submission:

1. By June 30, 2014, an overall district-level aggregate count of all educators by their final summative rating, as well as those who were partially/not fully evaluated using the new educator evaluation system; and
2. By September 15, 2014, all remaining data.

Detailed instructions to submit these data will be provided within the next two weeks. For questions about the data submission, please contact Raymond Martin at [raymond.martin@ct.gov](mailto:raymond.martin@ct.gov).

The CSDE appreciates the sensitive and confidential nature of these data. The same stringent security protocols employed by the CSDE to protect student data will also be applied to protect the educator evaluation data. Please note that Section 13 of Public Act 13-122 protects educator evaluation data at the CSDE from being accessed through the Freedom of Information Act. Finally, when reporting these data, the CSDE will implement appropriate data suppression practices and other steps to minimize the likelihood that an individual educator's rating can be identified.

- b. Public School Information System (PSIS): The following two enhancements are planned for 2014-15 to streamline data management and reduce burden:
  1. Manage and verify demographic and program status information for students taking the Smarter Balanced (SB) operational assessment through PSIS to minimize redundant data entry; and
  2. Collect membership and attendance information for all K-12 students through the PSIS Registration System instead of the June PSIS collection.

Additional information will be provided at a later date.

- c. Discipline (Form ED 166) Mid-year Data Submission: Effective 2014-15, the mid-year data submission requirement will apply only to Alliance Districts and Public Charter Schools.
- d. Teacher Course Student (TCS) – Dual Enrollment: Beginning with 2014-15, TCS will collect "Dual Enrollment" status for each course to ascertain the students who are participating in college-level coursework while in high school. This "dual enrollment" flag will, in addition to the Advanced Placement and International Baccalaureate courses that are already indicated in the course codes, provide a more complete picture about the college and career readiness of Connecticut's high school

students; it will also inform the school/district accountability model. The CSDE is working with local districts and SIS vendors to collect these data using the least burdensome approach.

- e. Educator Data System: The new Educator Data System (EDS) will replace form ED163 (Certified Staff File). The EDS will allow for batch uploads of data – a key feature that is currently unavailable in the ED163. Additional information including training on the new system will be provided at the Data and Performance Summit (see page 4). In subsequent years, the system will be expanded to incorporate portions of the ED162 (Noncertified staff).
  
- f. Alternative School Program Study: Public Act 13-122 required the CSDE to study alternative school programs and report to the Connecticut General Assembly by February 1, 2014. The study determined that the CSDE only possesses a partial account of alternative school programs offered by districts. Therefore, after consultation with internal and external stakeholders and the State Board of Education, the CSDE is implementing the following policy:
  - All programs under the purview of a district must request a unique organization code through the Directory Manager application. This includes off-site locations, multisite programs, and programs that run after school hours.
  - Ensure all programs have staff assignments reported in the Educator Data System (formerly ED163).
  - Students will need to be reported in these programs through CSDE data collections. Students attending the public school during the regular school day and a separate program after school hours must have both education locations reported in PSIS using Facility Codes 1 and 2.
  - Some program information will also be collected.
  
- g. School Interoperability Framework (SIF) Expansion: SIF automates data uploads to CSDE data collection systems. SIF is functional for key systems like PSIS, TCS, and ED166. It has been implemented successfully in districts that utilize PowerSchool; it is now being expanded to districts that use other student information systems. Please contact Angela Hammond at 860-713-6965 or via e-mail at [Angela.Hammond@ct.gov](mailto:Angela.Hammond@ct.gov) with any questions.

## 2. Data Quality

- a. Timely and Accurate Standards for all Applications: Beginning with the 2014-15 school year, the CSDE Performance Office will monitor “timely and accurate” submission timeframes for all data collections. Though the CSDE does not aim to trigger federal rules, not adhering to these timelines could impact the district’s Special Education Determination reported on the LEA-Level Annual Performance Report.

- b. Administrator Certification and Standard Certification Language: Effective July 1, 2014, the CSDE will require that all final data submissions be reviewed and certified by **certified administrators only**. All data collections will begin displaying the following certification language:

“In my role as a certified administrator, I hereby attest that I have reviewed the data contained herein and these data are, to the best of my knowledge, valid and accurate and in accordance with the requirements included in Title 10 of the Connecticut General Statutes. I further understand that upon certification, these data may be used in federally mandated reporting, state longitudinal data system public reporting, and in accordance with Freedom of Information Act data requests made of the Connecticut State Department of Education.”

**3. Data and Performance Summit**

The changes and policies outlined in this memorandum will be discussed in detail at the Data and Performance Summit which will be held on Tuesday, August 19, 2014 at the Crowne Plaza in Cromwell. This year’s summit will also feature training on the Family Educational Rights and Privacy Act (FERPA) which provides the framework for data protection and privacy for educational institutions. The CSDE expects that staff person(s) from your district who are responsible for collecting/reporting data to the CSDE will attend this summit.

**4. Smarter Balanced Field Test Demographic Data Verification for 2013-14**

Districts administering the Smarter Balanced Field Test should ensure that the following demographic fields are accurately noted in TIDE prior to the end of the testing window on June 13, 2014.

- Required fields (\*) noted on pages 40 - 43 of the [TIDE User Guide](#).
- In addition to those fields, TIDE is scheduled to include additional fields for indicating statuses such as Left Blank, ELL Exempt, Absent, Could not test due to technology difficulties, and No longer enrolled in a State Public School district. Districts will need to indicate these statuses for respective students by June 13, 2014.
- The following non-required fields should also be verified:
  - Last Name
  - First Name
  - Middle Name
  - Birthdate

We appreciate the hard work of the school and district staff in submitting timely and accurate data. Please know that the CSDE remains committed to working with districts to reduce requirements where possible and streamline systems in order to improve efficiency and lessen the reporting burden. If you have any questions or suggestions about the CSDE’s data collection efforts, please contact me by phone at 860-713-6888 or via e-mail at [ajit.gopalakrishnan@ct.gov](mailto:ajit.gopalakrishnan@ct.gov).

## Appendix: CSDE 2013-14 Educator Evaluation Data Collection

Instead of collecting evaluation data uniformly statewide at the educator level in 2013-14, the following will be the CSDE's approach. **Please see notes re data protection on the following page.**

### 1. All Districts

- a. Overall District-level and School-level Summative Evaluation Ratings<sup>2</sup>
  - Total aggregate counts for teachers at the district *and* school levels
  - Aggregate counts at the district level only, separately for principals *and* all other administrators
  - Aggregate counts of those who were partially/not fully evaluated
- b. Summative Evaluation Ratings by Grade Range/Instructional Content Area – District Level Only
  - Total aggregate counts for elementary grades by grade range (e.g., K-3) and middle/high grades combined by instructional content area (e.g., English Language Arts, Mathematics), including counts for those who were partially/not fully evaluated
  - Teachers only

### 2. Alliance Districts Only (in addition to the above)

- a. Overall District-Level Category Variance
  - Aggregate district-wide count where an individual's summative rating is composed of category-level ratings — (1) student outcomes and (2) educator practice — that are at variance. Separate aggregate counts will be required for teachers and administrators.
- b. Note: Districts with evaluation waivers should contact the CSDE for further guidance

### 3. Commissioner's Network Schools Only

- a. Provide individual educator-level, disaggregated data that includes component level ratings and the final summative performance designation levels of Exemplary, Proficient, Developing, and Below Standard.

Note:

- Personally identifiable educator evaluation data will **not** be released to the public. State law protects educator evaluation data at the CSDE from being accessed via the Freedom of Information Act. The stringent protocols that will be employed by the CSDE to protect these sensitive data are outlined on the following page.
- These data will enable the CSDE, for example, to support school and district leaders in talent initiatives including professional development that are designed to enhance outcomes for students in these historically low-performing schools. The CSDE acknowledges that educator evaluation ratings are one of multiple factors that may relate to school performance; as such, it will take this consideration into account when using these data.

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<sup>2</sup> Summative Evaluation Rating represents the final rating that is assigned in each of the four performance designation levels of Exemplary, Proficient, Developing, and Below Standard.

## **Data Protection**

The CSDE treats the protection of educator evaluation data very seriously. It has been collecting and maintaining confidential student data for many years. The same stringent security protocols employed to protect those student data will be applied to the educator evaluation data, as well. For example:

- Data will be stored on secure servers behind stringent multi-level firewall protections and monitored by sophisticated intrusion detection software.
- Data will be accessible only to individuals with the requisite authorization credentials.

Additionally, when aggregate/summary results are disseminated, the CSDE will incorporate the following important considerations:

- The CSDE appreciates the challenges regarding the comparability of educator evaluation ratings across districts. Therefore, the CSDE will emphasize important caveats to minimize the likelihood of any misinterpretation of the results.
- The CSDE also recognizes that even aggregate data, especially when collected at the school level, could become identifiable. Therefore, the CSDE will employ appropriate data suppression rules to minimize the likelihood of re-identification of an individual educator's evaluation from the aggregate/summary results.

Section 13 of Public Act 13-122 protects educator evaluation data maintained or kept on file by the CSDE from being accessed via the Freedom of Information Act. As such, the record of an educator's performance and evaluation shall not be deemed to be public records and remains protected. Should the CSDE contract with a third-party entity to analyze, maintain, or otherwise process data, this statutory protection will be extended to that third party. Furthermore, such contract will clearly prohibit the third party from conducting analyses of the data independent of CSDE's direction and will prohibit the contracting entity from releasing any reports based on the data that has not been authorized by the CSDE.